

Director's Signature: CBS

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2048-- Boston Drug Lab

Week Ending: June 12, 2010

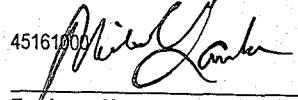
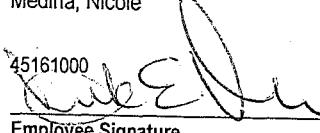
| Employee Name:  |                            | Sunday 06/06/10 | Monday 06/07/10  |                  | Tuesday 06/08/10 |                  | Wednesday 06/09/10 |                  | Thursday 06/10/10 |                  | Friday 06/11/10  |                  | Saturday 06/12/10 |  |
|---|----------------------------|-----------------|------------------|------------------|------------------|------------------|--------------------|------------------|-------------------|------------------|------------------|------------------|-------------------|--|
| Corbett, Kate<br>45161000<br><i>Kate Corbett</i><br>Employee Signature            | Day:<br>In - Out           |                 | 1:55             | 2:55             | 1:45             | 2:45             | 1:50               | 2:50             | 1:45              | 2:45             | 1:50             | 2:50             |                   |  |
|   | Lunch:<br>Out - In         |                 | 12 <sup>00</sup> | 12 <sup>30</sup> | 12 <sup>00</sup> | 12 <sup>30</sup> | 12 <sup>00</sup>   | 12 <sup>30</sup> | 12 <sup>00</sup>  | 12 <sup>30</sup> | 12 <sup>00</sup> | 12 <sup>30</sup> |                   |  |
|   | Outside Duty:<br>From - To |                 |                  |                  |                  |                  |                    |                  |                   |                  |                  |                  |                   |  |
| Document exceptions or comments, indicate type and amount.                        |                            |                 |                  |                  |                  |                  |                    |                  |                   |                  |                  |                  |                   |  |
| Desjardins, Stacey<br>8100-9745<br><i>Stacey Desjardins</i><br>Employee Signature | Day:<br>In - Out           |                 | 8:30             | 4:30             | 7:45             | 3:45             | 8:10               | 4:10             | 8:25              | 4:25             | 7:50             | 12:50            |                   |  |
|   | Lunch:<br>Out - In         |                 | 12 <sup>00</sup> | 12 <sup>30</sup> | 12 <sup>00</sup> | 12 <sup>30</sup> | 12 <sup>00</sup>   | 12 <sup>30</sup> | 12 <sup>00</sup>  | 12 <sup>30</sup> | 12 <sup>00</sup> | 12 <sup>30</sup> |                   |  |
|   | Outside Duty:<br>From - To |                 |                  |                  |                  |                  |                    |                  |                   |                  |                  |                  |                   |  |
| Document exceptions or comments, indicate type and amount.                        |                            |                 |                  |                  |                  |                  |                    |                  |                   |                  |                  |                  |                   |  |
| Dookhan, Annie<br>45161000<br><i>Annie Dookhan</i><br>Employee Signature          | Day:<br>In - Out           |                 | 6:45             | 4:20             | 6:45             | 4:30             | 6:45               | 3:50             | 6:45              | 3:10             | 6:45             | 4:20             |                   |  |
|   | Lunch:<br>Out - In         |                 | 12 <sup>00</sup> | 12 <sup>30</sup> | 12 <sup>00</sup> | 12 <sup>30</sup> | 12 <sup>00</sup>   | 12 <sup>30</sup> | 12 <sup>00</sup>  | 12 <sup>30</sup> | 12 <sup>00</sup> | 12 <sup>30</sup> |                   |  |
|   | Outside Duty:<br>From - To |                 |                  |                  | 10 <sup>30</sup> | 2:00             |                    |                  |                   | 8:45             | 11:00            |                  |                   |  |
| Document exceptions or comments, indicate type and amount.                        |                            |                 |                  |                  |                  |                  |                    |                  |                   |                  |                  |                  |                   |  |
| Frasca, Daniela<br>45161000<br><i>Daniela Frasca</i><br>Employee Signature        | Day:<br>In - Out           |                 | 6:45             | 2:45             | 7:30             | 4:30             | 7:00               | 1:00             | 6:45              | 2:45             | 6:45             | 5:45             |                   |  |
|   | Lunch:<br>Out - In         |                 | 11:00            | 1:40             | 1:05             | 1:35             |                    |                  | 105               | 1:35             | 12:30            | 1:00             |                   |  |
|   | Outside Duty:<br>From - To |                 |                  |                  |                  |                  |                    |                  |                   |                  |                  |                  |                   |  |
| Document exceptions or comments, indicate type and amount.                        |                            |                 |                  |                  |                  |                  |                    |                  |                   |                  |                  |                  |                   |  |

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| Employee Name:   |                            | Sunday 06/06/10 | Monday 06/07/10 | Tuesday 06/08/10 | Wednesday 06/09/10 | Thursday 06/10/10 | Friday 06/11/10 | Saturday 06/12/10 |
|--|----------------------------|-----------------|-----------------|------------------|--------------------|-------------------|-----------------|-------------------|
| Glazer, Lisa<br>45161000<br>         | Day:<br>In - Out           |                 | 6:45 2:45       | 6:45 2:45        | 6:45 2:45          | 6:45 2:45         | 6:45 2:45       |                   |
|  | Lunch:<br>Out - In         |                 | 12:00 12:30     | 1:00 1:30        | 12:00 12:30        | 12:00 12:30       | 12:00 12:30     |                   |
|  | Outside Duty:<br>From - To |                 |                 | 5:15<br>11:00    | 12:45              |                   |                 |                   |
| Document exceptions or comments, indicate type and amount.   |                            |                 |                 |                  |                    |                   |                 |                   |
| Lawler, Michael<br>45161000<br>      | Day:<br>In - Out           |                 | 7:50 6:20       | 8:15 5:20        | 8:00 10:45         | 7:55 3:55         | 7:45 6:45       | 7:00 5:30         |
|  | Lunch:<br>Out - In         |                 | 12:50 2:50      | 1:50 1:20        |                    | 12:55 1:25        | 1:10 2:40       | 1:25 1:20         |
|  | Outside Duty:<br>From - To |                 |                 |                  |                    |                   |                 |                   |
| Document exceptions or comments, indicate type and amount.   |                            |                 |                 |                  |                    |                   |                 |                   |
| Medina, Nicole<br>45161000<br>      | Day:<br>In - Out           |                 | 7:35 12:35      | 7:40 3:40        | 7:45 3:45          | 8:05 3:35         | 7:50 3:20       |                   |
|  | Lunch:<br>Out - In         |                 |                 | 12 12:30         | 12 12:30           | 12 12:30          | 12 12:30        |                   |
|  | Outside Duty:<br>From - To |                 |                 |                  |                    |                   |                 |                   |
| Document exceptions or comments, indicate type and amount.   |                            |                 |                 |                  |                    |                   |                 |                   |
| O'Brien, Elisabeth<br>45161000<br> | Day:<br>In - Out           |                 | 7:40 1:45       | 7:45 2:45        | 7:45 5:15          | 7:55 1:55         | 7:50 1:30       |                   |
|  | Lunch:<br>Out - In         |                 | 12:30           | 11:30 12:00      | 11:30 12:00        |                   |                 |                   |
|  | Outside Duty:<br>From - To |                 | 9:15 1:40       |                  |                    |                   |                 |                   |
| Document exceptions or comments, indicate type and amount.   |                            |                 |                 |                  |                    |                   |                 |                   |

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# William A. Hinton State Laboratory Institute

## OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval prior to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: 6/12/10

# of hours requested: Listed Below

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be:  paid at OT rate \_\_\_\_\_ added to comp time balance \_\_\_\_\_  
(if OT rate, complete below)

OT Account: 8100-9745

Approval:

Supervisor: C. Dalem Date: 6/10/10

Department Head: Steve Davis Date: 6/10/10

Denial reason: \_\_\_\_\_

| Name            | Employee ID# | Overtime earned | Name | Employee ID # | Overtime earned |
|-----------------|--------------|-----------------|------|---------------|-----------------|
| Peter Piero     | 138624       | 10.0 hrs        |      |               |                 |
| Della Saunders  | 147387       | 7.5 hrs         |      |               |                 |
| Zhi Tan         | 148724       | 9.5 hrs         |      |               |                 |
| Michael Lantese | 130459       | 10.0 hrs        |      |               |                 |
|                 |              |                 |      |               |                 |
|                 |              |                 |      |               |                 |
|                 |              |                 |      |               |                 |